

CHAPTER 2

GENERAL POLICIES

2-1. GENERAL

A. Policies in the chapter apply to all functional areas within the Shelf-Life program.

B. The policies in this manual govern supply chain (life-cycle) management of standard and hazardous shelf-life items and consumable (expendable) and nonconsumable (nonexpendable) shelf-life items.

C. Designation of items for shelf-life management"-shall be held to a minimum since these items require special controls and specialized handling along with higher related costs.

1. Only items with known deteriorative characteristics will be included in the program.

2. Items shall not be designated as shelf-life to facilitate storage control.

D. Within DoD, the basic responsibility for the control of shelf-life items is vested in the ICPs, which depend upon the accuracy of data contained in accountable records. Storage personnel at all supply echelons are responsible for executing the control programs as directed by the ICP. Effective shelf-life control at the warehouse level requires vigilance on the part of all personnel and careful supervision and understanding of the intent and purpose of the control procedures.

E. Shelf-Life administrators exist at the Service/Agency Headquarters (HQ). Appendix G lists the administrators who are responsible for all shelf-life related policy and procedural issues at their HQ, ICPS or SAS to include higher level inquiries and audits. Changes to the administrators shall be submitted to the Program Director as they occur. The administrators also maintain a list of the ICP and SA focal points. Shelf-Life challenge requests shall be submitted to the Service/Agency (SA) administrators.

F. Following issuance of shelf-life materiel from wholesale or retail SAS to the customer/requisitioner, shelf-life management becomes the responsibility of the activity now holding the stock. The consumer level activity must maintain and adhere to procedures that ensure that only serviceable shelf-life items are used. DoD 4140.27-M can be used as guidance for management of materiel until it is consumed.

G. Management of shelf-life items shall be accomplished to maintain the requisite level of stock availability and to minimize the risk of shelf-life expiration prior to issue. Utmost reliance shall be placed on the contractor's distribution system for shelf-life items, consistent with operational readiness requirements. If materiel is stocked, it shall be stocked prudently.

H. When the SAS determine that shelf-life materiel has deteriorated and is no longer issuable, but the expiration date or the first inspection or test date has not yet been reached, the SA shall not use the materiel but report this materiel to the managing ICP by way of a Product Quality Deficiency Report (PQDR), Supply Deficiency Report (SDR) or DD Form 1225, Storage Quality Control Report, as appropriate. The SA will suspend the materiel in condition code "L" in those cases where the materiel has been stored in compliance with current storage standards. In those cases where the standards have been compromised, the materiel will be suspended in condition code "J." The managing ICP shall, in turn, contact the manufacturer of the materiel to either seek replacement or reimbursement for this materiel. The appropriateness of the shelf-life code and/or storage conditions should be reevaluated at this time.

I. SDRS shall be prepared and processed on shelf-life items in accordance with Joint Regulation DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFJMAN 23-215, regardless of dollar value. Expeditious submission and processing of shelf-life hazardous SDRS and shelf-life SDRS in that order, shall be performed. This will ensure that the maximum amount of shelf life remains after SDR resolution.

J. "Shelf-Life Code Challenges

1.- Shelf-Life Code Challenges shall be based on the following: -

- a. Experience.
- b. Observations.

c. Government, contractor, or commercial user's storage history and experience.

d. Recognition of erroneously assigned shelf-life codes.

e. Type II (extendible) shelf-life items being extended more than twice. Type II shelf-life items extended more than twice shall be considered for removal from shelf-life control and reassigned a shelf-life code of 0 (zero) .

f. Recognition of hazardous items that require frequent or costly disposal.

2. The shelf-life code challenge request shall be forwarded to the shelf-life administrators, Appendix G, by way of a letter, phone call, or E-Mail. The administrator shall respond to the challenge request within 30 days. The following information shall be included in the challenge request.

a. NSN .

b. Nomenclature.

c. Unit of Issue.

d. Existing shelf-life code.

e. Recommended shelf-life code.

f. Findings and recommendations to include the reasons why the shelf-life code of the item should be changed.

g. Name, organizational symbol, and Defense Switched Network (DSN) or commercial phone number of the person forwarding the challenge request.

K. Wholesale shelf-life items shall be stocked in the least number of geographical locations. Maximum use shall be made of the contractor's distribution system to lessen Government stockage. Hazardous shelf-life items shall be stocked only in Service{Agency-approved conforming facilities.

L. Shelf-Life policies contained in this Manual are applicable to Government Furnished Materiel (GFM) and Government Furnished Products (GFP) provided to a contractor for the fabrication/production of an end item. Management and storage of GFM and GFP shall be subject to the same restrictions and controls that are placed on materiels and items procured from commercial sources.

M. Shelf life should not be confused with service life, which is a measurement of anticipated average or mean life of an item while in use (see definitions on page xv) .

N. Each using DoD Component with interest in the item, shall provide technical and engineering support for DLA and GSA shelf-life items in accordance with Joint Regulation DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFI 121-405/MCO 4000.18C.

O. Shelf-Life policies contained in this manual apply to private sector contractors performing Government work authorized through the Office of Management and Budget (OMB) Circular A-76. Shelf-Life requirements will be included in all A-76 contracts.

P. The Navy has assigned Shelf-Life Coordinators at a number of regions to assist storage personnel, and customers ashore and afloat, in resolving shelf-life related issues. The coordinators typically provide on-site visits and are available to all DoD facilities. The Navy Administrator for the DoD Shelf-Life Program may be contacted if the coordinators' assistance is required.

Q. Storage Standards

1. Storage standards provide instructions for the inspection, testing, and restoration of items in storage. These instructions encompass storage, packaging, marking and inspection or testing requirements. The purpose of using the storage standards is to determine the materiel's serviceability to determine the degree of degradation that has occurred to that materiel and to prescribe maintenance and packaging required for restoration.

2. Storage standards are required to be prepared by the managing wholesale ICP or other responsible organization for Type II shelf-life items. They may also be prepared for other items at the option of the managing ICP, e.g., Type I (nonextendible) shelf-life items, critical application, principal, regulated, sensitive or hazardous items. They are used at the wholesale and retail levels to determine if these items have retained sufficient quantities of their original characteristics and are of a quality level which warrants extension of their assigned time period and the length of such extension. DLAR 4155.37/AR 702-18/NAVSUPINST 4410.56/AFJMAN 23-223/MCO 4450.13, provides the policy and procedures for the preparation and use of the storage standards. It should be noted that storage standards are intended for materiel which is

stored as prescribed in the regulation. If materiel is stored in other than the facility characteristics or type of storage specified in the regulation, the inspection frequency may be increased and the materiel shall be inspected before use.

3. On-line access to the storage standards is available. Instructions for access are available from the DLA Operations Support Office (DOSO) at DSN 695-5212/5224/3380 or Commercial (804) 279-5212/5224/3380.

R. The U.S. Army Corps of Engineers has developed a kit to test common exterior and interior latex and oil based paints. Components to make the kit can be purchased locally. A video describing the test kit is available from the Army Corps of Engineers, Office of Public Affairs Champaign, IL at (217) 373-7216.

S0 All data elements and codes prescribed in this manual are registered with the USD (Comptroller) under DoD 5000.12-M.

2-2. SHELF-LIFE CODE (SLC)

A. Items of supply will be assigned SLCS by the Military Service/Agency Manager or other responsible organization, hereafter known as the ICP, following a technical evaluation of the deteriorative or unstable characteristics of the item. This evaluation will be done by a technical and/or engineering support activity within the component.

B. Each item of supply will be assigned only one SLC. This code shall designate the item as Type I (alpha) or Type II (numeric) and have the associated shelf-life period (months) assigned to the item as depicted in Appendix A.

C. SLCS are designed to reflect the assigned time period at the end of which Type I items are unfit for use (expiration date) and Type II items are inspected, tested or other restorative actions are taken as required by the storage standard. These codes shall be used in conjunction with supply condition codes (Appendix B) as the basis for management control of shelf-life items. All items not designated as shelf-life items in accordance with this manual shall be considered not sufficiently deteriorative to require specific control and shall be identified by -life code 0 (zero). GSA does not issue shelf-life i-terns by condition codes. Therefore, portions of this manual which pertain to MILSTRAP and utilization of condition codes are not applicable to GSA.

D. When one item in the same interchangeable or family group has a change made to its SLC, an SLC change shall be considered for other items in this same interchangeable and/or substitute group.

E. If an item is repaired or overhauled, and the item or component controlling shelf-life in that repairable is replaced, a new SLC may need to be established for that item that is being repaired or overhauled.

F. If non-shelf-life materiel with shelf-life markings is received and/or stored by either wholesale or retail activities, the receiving and/or storing activity shall verify the code by using the Federal Logistics Information System (CD-ROM) (FEDLOG) or the Federal Logistics Information System (FLIS) catalog. If there is a discrepancy between the FLIS and the item received, the SLC can be verified by contacting the Service Agency Administrator in Appendix G. If the ICP determines that the item is shelf-life and corresponds to the code of the materiel received, the ICP shall update the FLIS record and any other records to reflect the correct code. If the ICP determines that the item is not shelf-life, the ICP shall advise the receiving and/or storing activity of disposition instructions. In this case, consideration must be given by the ICP as to whether the item was previously a shelf-life item, but was taken out of the shelf-life program because of an improved materiel and/or product. In this case, the old item would still be shelf-life, but the new item would not be shelf-life.

2-3. INTERNAL MANAGEMENT CONTROL (IMC) PROGRAM

A. Shelf-Life will be established as an element of annual IMC assessments required by DoD 5010.38.

B. Internal procedures and checklists used as guidance for the management and storage of shelf-life items will be developed by the DoD Director or each Service and Agency and made available as reference documents to be used by the wholesale or retail activities .

2-4. TOTAL QUALITY MANAGEMENT. The successful operation of a shelf-life management program depends on the implementation of Total Quality Management principles. The quality of the product delivered and "the services provided the customer will improve if there is a commitment to remove the causes of potential problem areas .

2-5. SHELF-LIFE TRAINING. A DoD-wide Shelf-Life training program is available to all Military Services and Agencies including civil agencies. The program includes ICP, SA, and retail training. The DOSO is the point of contact for the training. The Service/Agency Shelf-Life Program administrators in Appendix G should be contacted for training information.

2-6. AIR FORCE (AF) SHELF-LIFE EXEMPTION PROGRAM. The Air Force has established a retail level shelf-life exemption program to modify the management controls normally required on shelf-life items. Those items stored by the Air Force retail supply activities which are assigned an SLC by another DoD Component ICP are exempted from retail shelf-life management procedures either on an item-by-item basis; or by FSC if all individual items within that FSC have been reviewed and a determination made that all items in that FSC will be exempted. When only certain NSNS within an FSC are exempted, each of these NSNS shall be specified in Air Force Directives. Local records shall remain compatible with the FLIS Total Item Record. Therefore, Air Force-exempted items shall be identified in the Air Force supply and distribution system or systems by a means other than changing the ICP-assigned shelf-life code. The following policies apply to these items:

A. The Air Force Exemption Program is only applicable to retail stocks issued to Air Logistics Centers (ALCS) and to other Air Force bases. The exemption does not apply to wholesale stocks stored at the ALCS, nor does it apply to retail stocks that are stored in the ALC warehouses that are operated by DLA.

B. Notification of the Air Force decision to exempt an item from shelf-life control shall be provided to the managing ICP. The managing ICP shall review these exempted items to determine if they shall remain within the DoD Shelf-Life Program.

C. Air Force exempted shelf-life items shall be inspected or tested before reporting of excesses to the ICPS. Reporting of excesses is not allowed for expired Type I Air Force Service exempted shelf-life items.

D.. "If the exempted shelf-life items have passed their expiration date or inspect/test date, materiel will not be used.

E. Users of these items should be aware that the exempted shelf-life items are managed as shelf-life by wholesale manager and to ensure a safe and reliable materiel will be examined for deterioration prior to use.

F. Exempted items shall be afforded the same specialized storage conditions as the shelf-life items which are not exempted; i.e., controlled temperature or controlled humidity.

G. Exempted items which are disposed of due to expiration shall be disposed under condition code H, management code T. This includes Type II shelf-life items which can no longer be extended. This will ensure that the DoD Shelf-Life Item Management Report reflects accurate information.